



## Appendix A.

### Position Category Description

### Program Management

**Typical Duties:** Manage a defense acquisition program. Responsibilities maybe broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and maybe line or staff in nature. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Instruction 5000.2, DoD 5000.2-M, DoD Directive 8120.1, and DoD Instruction 8120.2. (references (a), (b), (s), (t), and (u)), or related issuances governing acquisition programs in the DoD Components. Not covered in this category are basic research programs. Positions providing oversight rather than management of DoD acquisition programs fall under the Program Management Oversight, position category.

#### Typical Career Codes<sup>1</sup>

<u>Civilian Series</u>	<u>Army Area of Concentration (AOC)</u>	<u>Navy Additional Qualification Designator (AQD)</u>	<u>Air Force Specialty Code (AFSC)</u>	<u>Marine Corps Military Occupational Specialty (MOS)</u>
0301,0334,0340, 0343,0391,0560, 08XX, 1101, 13XX, and 1515	51, 53B, 53C, and 97	AA (Any AQD beginning with AA)	60CX, 25LX, 33SX, and 63AX	9957, 9958, and 9959

#### Representative Job Titles:

**Line:** CAE, PEO, Deputy PEO, Program Director, PM, direct reporting PM (DRPM), Deputy PM or Deputy DRPM, and Project Manager

**Staff:** Designated position on the Acquisition Commander's Staff, Assistant PM, designated personnel on the PEO or the PM's Staff, Program Analyst, Program Integrator (PI) or Representative

**Representative Office Locations:** Offices responsible for managing one or more defense acquisition programs (whether called a "system program office", "program office", "project office", or by another name). Offices of the CAE, PEO and similar organizations, such as DRPM offices and offices having PEO-like charters in materiel and similar acquisition organizations. Depending on the organizational structure of a component, positions in that category shall also be found in functionally structured offices that provide matrix support to defense acquisition programs, including both headquarters (e.g., system command and field activities (e.g., warfare centers, Supervisors of Shipbuilding and Defense Contract Management Command (DCMC) elements). Barring exceptional circumstances, all positions in that category would be found in acquisition organizations.

<sup>1</sup> Possession of one of those career codes does not necessarily mean inclusion in the acquisition workforce or the program management career field.

# Career Path

## Program Management

Level and/or Typical Grade	Typical Assignments	Experience	Education	Training <sup>1</sup>
Level I  GS-5 through GS-9  O-1 through O-3	Program office, PEO staff, or program management staff  PI or program analyst	<b>Mandatory:</b> One year of program management experience	<b>Desired:</b> Baccalaureate degree preferably with a major in engineering, systems management, or business administration	<b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management  <b>Desired:</b> One basic (Level 1) DAU course in another functional area  <b>Desired:</b> One intermediate (Level H) DAU course in systems acquisition management
<sup>1</sup> Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for that career field.				



## Career Path Program Management

Level and or Typical Grade	Typical Assignments	Experience	Education	Training <sup>1</sup>
Level II  GS-9 through GS-12  O-3 through O-4	<p>Program office staff officer, branch chief, or project leader</p> <p>Acquisition command program management, engineering, test, acquisition logistics, and financial and/or resource management staff</p> <p>Broadening or operational assignment</p> <p>Education and/or training with industry</p> <p>PI or program analyst</p>	<p><b>Mandatory:</b> Two years of acquisition experience; at least 1 year of this experience must be in program management</p> <p><b>Desired:</b> An additional 2 years of acquisition experience, preferably in a systems program office or similar organization</p>	<p><b>Desired:</b> Master's degree, preferably with major in engineering, systems management, business administration, or a related field</p>	<p><b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management</p> <p><b>Desired:</b> One intermediate (Level II) DAU course in another functional area</p> <p><b>Desired:</b> Intermediate level management and leadership training</p>

Career path note: Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS- 13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management; or, (3b) At least 24 semester credit hours in the individual's career field, and 12 semester hours or equivalent training in the disciplines listed above; or, (3c) Pass an equivalency exam<sup>2</sup>.

<sup>1</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

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<u>Level/ Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education</u>	<u>Training<sup>1, 2, 3</sup></u>
Level III  GS-13, and above  O-4, and a b o v e	PEO  PM or project manager or DPM or deputy project manager  Service HQ staff “  Acquisition command HQ director, division chief, and acquisition staff  PI or program analyst	<u>Mandators</u> Four years of acquisition experience; of which at least 2 years must have been in a program office or similar organization (defined as dedicated matrix support to a PM or PEO; DCMC PI, or Supervisor of Shipbuilding)  <u>Desired:</u> Two additional years of acquisition experience	<u>Desirable:</u> Systems acquisition management education as demonstrated by. (1) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (2) At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above  <u>Desired:</u> Master's degree in engineering, systems acquisition management, business administration, or a related field	<u>Mandatory:</u> One Advanced (Level III) DAU Course in program management
<p><sup>1</sup>PEO, PMs, or, DPMs of ACAT I and II programs, CAPS, and Acquisition Corps members have specific experience, education and training requirements. A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP. See Appendix M for additional information.</p> <p><sup>2</sup>Individuals not certified at Level III as of the effective date of this Manual have until October 1, 1998, or 18 months after assignment to a new or different Level 111 position (whichever is later) to meet this standard for certification.</p> <p><sup>3</sup>Refer to the current edition of reference (o) for a list of mandatory and desired courses and approved equivalences that can be used to meet the training standards for this career field.</p>				
Career path note: CAPS may only be filled by members of an Acquisition Corps.				

